

North Carolina
Senior Community Service Employment Program

A. Required Forms for the Participant's Record

The following are required forms as part of each participant's record:

1. [Participant Form](#)
2. [Confidential Statement of Income](#) (with supporting documentation), completed annually with intake/recertification
3. Self Attestation Forms
 - [Homeless](#)
 - [Not employed](#)
 - [Zero income](#)
 - [Limited English Proficiency](#)
 - [Low Literacy Skills](#)
 - [Veteran / Eligible Spouse of Veteran](#)
 - [At risk of homelessness](#)
 - [WIA Title I](#)
 - [Low Employment Prospects](#)
 - [Persistent Unemployment](#)
4. Third-Party Attestation Forms
 - [Homeless](#)
 - [Number in family](#)
 - [Employed Prior to Participation](#)
 - [Zero income](#)
 - [Limited English Proficiency](#)
 - [Low Literacy Skills](#)
 - [At risk of homelessness](#)
5. [Employment Eligibility Verification Form I-9](#)
6. [Physical Exam Offer Waiver](#) *
7. [Disclosure on UI Benefits](#)
8. [WIA Referral Form](#)
9. [Assignment Form](#)
10. [Participant Enrollment Agreement](#)
11. [Participant Needs Assessment](#)
12. [Training Plan \(includes work schedule\)](#)
13. [Community Service Assignment Form](#)
14. [Orientation Checklist](#)
15. [Individual Employment Plan \(IEP\) & IEP Progress Review](#)
16. [Recertification Checklist](#)
17. [Recertification Form](#)
18. Self Attestation Form
 - [Zero Income](#)
19. [Third-Party Attestation Form](#)
 - [Number in Family](#)

Zero Income

20. [Exit Form \(Once or if the participant exit the program\)](#)
21. [Transitional IEP](#)
22. [Self Attestation Form](#)
[Exclusion](#)
[Exclusion after exit](#)
23. [Third-Party Attestation Form](#)
[Exclusion](#)
[Exclusion after exit](#)
24. [Unsubsidized Employment Form](#) (if placed)
25. [Self Attestation Form Wages](#)
26. [Third-Party Attestation Form Wages](#)
27. [Case Notes and Activities Log](#)
28. [Participant Evaluation](#)(s) (a minimum of one annually)
29. [Host Site Supervisor Evaluation](#)(s) (a minimum of one annually)
30. [Request for Supportive Services](#) (if any)
31. [Right of Return](#)
32. [Time sheets](#)
33. [Approved Break in Participation](#)

*The following documentation is required, but must be kept in a separate, locked file:

Proof of physical exam (program entry & minimum of once annually) **Note:**
Subprojects must not receive a copy or use results of the physical exam.

Physical Exam Offer Waiver if participant declines to have a physical exam (program entry & minimum of once annually).

SCSEP Program Representative may not attest on behalf of an applicant/participant's for purposes of this program.

B. Required Forms for Host Agency File

The host agency file folder must also contain the following information:

- (1) File checklist
- (2) Host Agency Application (to be renewed annually)
- (3) Host Agency Agreement & Orientation checklist
- (4) Host Agency Monitoring Guide
- (5) In-kind Funding Statement
- (6) Training Plan

The following form is optional and may be used for additional monitoring of host agencies, as deemed necessary by sub grantee:

- (7) [Annual Safety Monitoring Report](#)